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16 MAY 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Management Information System - Office of Special Activities

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1. [REDACTED] of the Office of Special Activities described their Management Information System for contract management to members of the Support System Staff, and [REDACTED] [REDACTED] of the Office of Logistics this afternoon. The system is rudimentary. Essentially it is a punch card type of application being run on the computer. Its advantages are that it is in being and it does apparently give them some of the things they want much better than would a manual system. It is not unlike the present stock status system used by the Office of Logistics in that they have an input cutoff date at the 25th of the month and receive their updated printouts about five days later. During the month they post manually to the computer printout in order to keep track of their day-to-day activity.

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2. I discussed this briefly with [REDACTED] after the meeting and his estimate was that this system would only give him about 25 per cent of the information he would like to have. I said that I felt if 25 per cent is better than nothing, perhaps he should consider developing inputs about his contract files to take advantage of the programming which has already been done but that he should be cautious about seeking to expand the system because this would in all probability cause significant redesign and reprogramming which would be a problem. Mr. [REDACTED] told me that a meeting had been arranged with representatives of the Office of Computer Services and the Procurement Division to discuss the possibility of applying these programs to contracts for which the Procurement Division has responsibility. This meeting was scheduled for Tuesday, 17 May, and two members of the Support System Staff planned to attend.

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3. Among other things, they will need to consider the manhours necessary to review the contract files of the Procurement Division and extract from them

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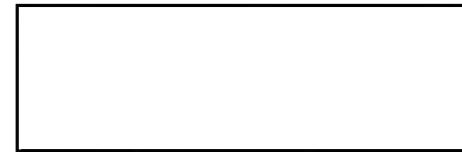
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the formated data necessary to make up the computer file; the system for maintaining and updating it, and the key punching effort necessary to convert the data to machine language. Members of the Support System Staff who plan to attend the meeting will raise these points again during the discussion this Tuesday.



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Special Assistant to the
Deputy Director for Support

SA-DD/S:RHW:dek (18 May 66)

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